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WAR FOOD ADMINISTRATION  
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September 1, 1944

Civilian Food Requirements Branch Memorandum No. E-2, Supplement 3  
Revision 1

The attached Monthly Report of Technical Service Rendered (Form FDA 667 Revised) should be used in reporting activities in connection with the Industrial Feeding Program beginning with the month of September 1944. The revised monthly report should contain a complete listing of all plants to which assistance was provided during the month. The listing of all plants assisted is advisable as much of our field activity during recent months has involved service to plants previously assisted.

Complete data on regional activities will be helpful in establishing over-all policies for the Industrial Feeding Program. The monthly report will also enable the Washington office to check the receipt of individual reports on plants surveyed.

A copy of the narrative report on industrial feeding activities prepared for the Civilian Food Requirements Division narrative monthly report, should accompany Form FDA 667. The narrative report should include a brief summary of the data reported on Form FDA 667, activities of OD District offices, and the number of pending requests for assistance; the number and dollar volume of WPB certifications; brief descriptions of how some of the more important cases were handled; reports of contacts with cooperating agencies, including reports of inter-agency committee meetings and conferences; service provided to other agencies and organizations; a statement on management reactions to service rendered and to the program in its various phases (nutrition education, operation, facilities); comments on program emphasis; a statement on matters requiring Washington attention.

Items covered in the monthly narrative report need not be reported separately by letter unless problems are involved which require special and prompt Washington attention.

These reports should be submitted in duplicate not later than the 10th of the following month.

William C. Ockey, Acting Chief  
Civilian Food Requirements Branch

Attachment

